

Shipment Acknowledgment Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the shipment that was sent on [Shipment Date] with tracking number [Tracking Number]. We would like to confirm whether the shipment has been received and if everything is in order.

Please let us know if you have received the shipment and if there are any issues that need our attention. Your feedback is important to us, and we appreciate your prompt response.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]